

Design Review Sign Application

City of Tempe
Development Services
31 East Fifth Street
Tempe, AZ 85280-5002
480-350-8331 TDD 480-350-8400



(Please Type or Print in Black Ink)

REQUEST (freestanding sign, building mounted sign, sign package); _____

ZONING DISTRICT: _____

BUILDING USE: _____

SIGN COMPANY:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

PROPERTY OWNER:

NAME AND/OR CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

I hereby apply for Design Review Board consideration of this application and am familiar with Design Review Board criteria used in the evaluation of signs. I understand that if my application is not complete in all respects, it will not be scheduled for consideration. I also understand that I or my representative must be present at the meeting. I also have the property owner's permission to make this application.

Applicant's Signature Date

Property Owner's Signature Date
(or Letter of Authorization)

For Department Use Only

Required Item Check List

- ☐ DR Application & Sign Approval Data Sheet
- ☐ Narrative of Design Rationale
- ☐ Scaled Sign Drawings
- ☐ Scaled Site Plan Drawings

ALL 8.5"X11" PLANS MUST BE EITHER LASER PRINT OR MAT FINISH PMT WITH FONT SIZE AT 6 POINT

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SIGN APPROVAL DATA SHEET

NUMBER OF SIGNS:	NEW: _____	EXISTING: _____
LOCATION OF SIGNS:	<u>NEW</u>	<u>EXISTING</u>
Building Mounted	(1) _____	(A) _____
Freestanding	(2) _____	(B) _____
Other _____	(3) _____	(C) _____
SIGN DIMENSIONS:	(1) _____	(A) _____
	(2) _____	(B) _____
	(3) _____	(C) _____
SIGN AREA:	(1) _____	(A) _____
	(2) _____	(B) _____
	(3) _____	(C) _____
SIGN HEIGHT:	(1) _____	(A) _____
	(2) _____	(B) _____
	(3) _____	(C) _____
TOTAL	_____ SQ.FT.	_____ SQ.FT.

SIGNS TO BE REMOVED:	_____	_____
	_____	_____
NET/TOTAL AREA REMOVED	_____	
MAXIMUM AREA ALLOWED	_____ SQ.FT.	

SIGN MATERIALS	(DESCRIBE FOR EACH SIGN, INCLUDING COLORS):
(1)	_____
(2)	_____
(3)	_____

ILLUMINATION	(GENERAL DESCRIPTION FOR EACH SIGN):
(1)	_____
(2)	_____
(3)	_____

Project Submittal

TRACKING NO. DS _____



City of Tempe
Development Services Dept.
P.O. Box 5002
31 E. 5th Street
Tempe, Arizona 85282-5002

BP _____

PC _____

CA _____

PPC _____

X _____

Planning Phone 480-350-8331

Building Phone 480-350-8341

PLEASE PRINT

PROJECT NAME:		DATE:	
PROJECT ADDRESS:		SUITE NO:	PARCEL NO:
PROPOSED USE OF BLDG/SUITE:		EXISTING ZONING:	
LEGAL DESCRIPTION: <input type="checkbox"/> Attached		MCA CODE:	1/4 SECTION
REQUIRED	COMPANY OR FIRM NAME:		TELEPHONE: ()
	APPLICANT'S NAME:		FAX: ()
	APPLICANT'S ADDRESS: CITY		STATE ZIP
	<input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ATTORNEY <input type="checkbox"/> OTHER _____		E-MAIL ADDRESS
REQUIRED	COMPANY OR FIRM NAME:		E-MAIL ADDRESS
	OWNER'S NAME:		TELEPHONE: () FAX: ()
	OWNER'S ADDRESS: CITY		STATE ZIP
	DESCRIPTION OF WORK/REQUEST:		
APPLICANT'S SIGNATURE: REQUIRED		VALUATION	

FOR DEPARTMENT USE ONLY

PLANNING (480-350-8331)	Fees	BUILDING (480-350-8341)	Fees	No. of Sets of Plans Submitted:	
<input type="checkbox"/> Prelim Site Plan Review	_____	<input type="checkbox"/> Building	_____	_____ Building	
<input type="checkbox"/> Design Review	_____	<input type="checkbox"/> New	_____	_____ Fire	
<input type="checkbox"/> Design Review Sign	_____	<input type="checkbox"/> Complete	_____	_____ Signs	
<input type="checkbox"/> Sign Permit	_____	<input type="checkbox"/> Prelease	_____	_____ Planning	
<input type="checkbox"/> B of A/Hearing Officer	_____	<input type="checkbox"/> Basic	_____	_____ Engineering	
<input type="checkbox"/> Recordation	_____	<input type="checkbox"/> Add/Alt	_____	<input type="checkbox"/> Soils Report	
<input type="checkbox"/> Other _____	_____	<input type="checkbox"/> TI	_____	<input type="checkbox"/> Application / Material	
<input type="checkbox"/> P & Z <input type="checkbox"/> CC	_____	<input type="checkbox"/> AFES (overhead)	_____	<input type="checkbox"/> Specs Book(s)	
<input type="checkbox"/> Zoning	_____	<input type="checkbox"/> Res	_____	<input type="checkbox"/> Struc Calcs	
<input type="checkbox"/> PAD	_____	<input type="checkbox"/> Pool	_____	<input type="checkbox"/> Hydraulic Calcs	
<input type="checkbox"/> Subdivision/Condo	_____	<input type="checkbox"/> Demo	_____	<input type="checkbox"/> Haz Mat Form	
<input type="checkbox"/> Site Plan	_____	<input type="checkbox"/> Grading Only	_____	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Development Plan	_____	<input type="checkbox"/> MEP	_____	VALIDATION	
<input type="checkbox"/> General Plan 2020 Amend	_____	<input type="checkbox"/> Mobile Home	_____		
ENGINEERING (480-350-8341)		<input type="checkbox"/> Factory Built Bldg	_____		
<input type="checkbox"/> Engineering	_____	<input type="checkbox"/> Revision	_____		
<input type="checkbox"/> Revisions	_____	<input type="checkbox"/> New Standard Plan	_____		
<input type="checkbox"/> Other _____	_____	<input type="checkbox"/> Permits For Std. #	_____		
FIRE (480-350-8341)		<input type="checkbox"/> Other _____	_____		
<input type="checkbox"/> Tanks	_____	<input type="checkbox"/> NTC	_____		
<input type="checkbox"/> Special Extinguishing System	_____	<input type="checkbox"/> Suite Assignments	_____		
<input type="checkbox"/> Dust Collection Systems	_____				
<input type="checkbox"/> Spray Paint Booth	_____				
<input type="checkbox"/> AFES (underground)	_____				
<input type="checkbox"/> Other _____	_____				
				TOTAL VALUATION	FILE WITH:
				\$	
				TOTAL SUBMITTAL FEES:	REC'D BY:
				\$	

Plans and drawings submitted for Planning Division processes are subject to dissemination to the public

INSTRUCTIONS FOR PROJECT SUBMITTAL

PROJECT INFORMATION

NAME: Subdivision Name/Plan of Development, etc.

ADDRESS: Site address, assessor's parcel number, and suite number

PROPOSED USE: i.e. single-family residence, office, medical office retail, school, restaurant, office/warehouse, carport, manufacturing, 68 unit apartment, 72 unit hotel, etc.

EXISTING ZONING: Zoning at time of application

LEGAL DESCRIPTION: Provide complete Legal Description of property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description.

APPLICANT/OWNER INFORMATION

Name, address, e-mail, telephone and FAX number of individual to be contacted for questions / corrections and notification of project status.

Applicant/Owner information AND signature of Applicant required on all submittals.

DESCRIPTION OF WORK

PLANNING: i.e. site plan review, Design Review, signs, Board of Adjustment, Zoning/Rezoning, PADs, Subdivision/Condo, Development Plan, General Plan Amendment, etc.

BUILDING: i.e. interior remodel, addition to existing residence, prefabricated carport, construction due to fire damage, conversion of existing office to sales, conversion of garage or carport to living space, relocated building, revisions of an active permit, etc.

Classes of work include:

- NEW** all new non-residential buildings (multi-family, office, industrial, assembly, retail, other commercial etc.). All new construction must be further identified as '**Complete**', '**Prelease**' or '**Basic**' type buildings. Upon final inspection approval 'Complete' buildings will receive a Certificate of Occupancy. 'Prelease' and 'Basic' buildings are shell buildings resulting in the issuance of a 'Letter of Compliance' with Certificate of Occupancies issued at the time of tenant build-out
- A/A** additions or alterations to an existing building that increases floor area or requires structural review.
- T.I.** tenant improvement work - no increase in floor area and no structural work.
- WB** tenant improvement without certificate of occupancy.
- AFES** automatic fire extinguishing systems.
- RES** all work (new, remodel, additions, etc.) relating to one and two family dwellings.
- POOL** swimming pools
- DEMO** this type of permit covers the demolition of an entire building and is not issued for demolition associated with interior work. Interior demolition work is covered under the building permit. Demolitions resulting from unauthorized construction (work done without permits) will require demolition permits.
- OTHER** that work which does not fit into any of the above categories, i.e. mobile homes, factory built buildings, retaining walls, prefabricated metal parking structures, relocated buildings, etc.
- MEP** application is for mechanical, electrical, or plumbing work only.
- NTC** citation issued for doing any work above requiring a permit. NTC requires the addition of an investigation fee to the permit fees. May also apply to variance applications.

ENGINEERING: on-site, storm water retention, refuse enclosures, curb cuts, etc

FIRE: installation of fuel tanks, spray paint booths, review of hazardous material forms, dust collection systems, etc.